App. , IX-4

193 .
(Pris)

File No. 11-40
Serial Nos. 3-4

Previous References
38-(J-10
1-39 (1 2)
Do Do (3-4)
11-40 (1-2)

Later References.
Pris 36-41 (1-2)

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. two

Part B for February 1941

SUBJECT.

Continuance of the temporary clerk sanctioned for the Mysore Jail.

Sl 4) To the Hy. Members of the Constituent A.D.

No. P.4209-10 dt 12.2.41

WD 0578—GPB—22,500—12-9-39

Sanction the _____

C. G. Vajravelu
16.5.41

Serial No.

From

The Dy of Prisons,

Letter No: 231-62 dated 25.. January 62 requesting in the circumstances stated in the Continuance of the temporary post of the Master Clerk, on a permanent basis.

1) The strength of the permanent clerical staff of the jail, Mysore is three clerks, viz:—

1. Head clerk
1. Store keeper
1. 2nd clerk.

But according to Rule 70 of the jail Manual Vol I, the Scheduled Strength of the clerical staff should be four.

In Nov 1939 the Dy reported that owing to increased number of releases & admission of prisoners the permanent staff of three clerks were not able to cope with the work and requested sanction for the entertainment of an additional clerk on a temporary basis which was accordingly sanctioned & borne for a period of three months.

On subsequent reference of the Dy the said temporary post was ordered to be continued till Dec 1941.

He now recommends it permanency on the strength of efficient conduct of work in the jail. It may first be seen from the Statement of details

PRISONS

Permanency of a temporary civil

File No. 4595 of 194 — General and Revenue Secretariat

Serial No. 1 flag A

of work, forwarded by the Supdt of the Cuttack Jail, that the volume of work is such & the items connected therewith are too numerous that if a re-distribution is made among the permanent three hands, there will be confusion & delay consequent on it.

The proposal of the Dy. to make the post in question permanent is best to restore the strength of the staff to its scheduled standard laid down in rule 70 of the Jail Manual. Vol I.

Submitted for orders.

2) The request of the D.J.y may be sanctioned.

30/1/41 Hm

(Law Secy) 3 30/1/41

(Fin Secy) MC

Hm 1/2/41

3 1/2/41

3) may, if considered necessary, be continued for an year more

4.2.41

(I Member)

Hm 4/2/41

3 4/2/41

4) Hm 7/2/41

Hm 10/2

3 10

PRISC NS 4245

Continuance of a temporary circle, Pay

General and Revenue Secretariat | File No. | of 194 . | [App. F/PH-2

Serial No.

1) Draft order is submitted for approval.

2) 11/2/61

3) 11/2/61

4) Issued G.O No P 4209-10 dated 12.2.61

4395 94.

Telegrams: Senorgen.
Telephone: 2462

No. 231-62
Enc. one

Office of the Inspector-General of Prisons in Mysore,

Bangalore, dated the.....23rd..Jany..*194* 1.

Pris 11-40-3

FROM

Rajasevasakta

B. K. NARAYANA RAO, ESQ., B.A., M.B.C.M., M.R.C.S. (ENG.), D.P.H., D.O. (OXON.),
Inspector-General of Prisons in Mysore,
BANGALORE.

To: The Secretary to the Government of H H the Maharaja of Mysore, Law Department, Bangalore.

Sir,

Adverting to G.O.No.P.875-6/Pris.11-40-2 dated the 3rd August 40 extending the services of the temporary clerk on a pay of Rs.30/- per mensem sanctioned for the Mysore Jail for a further perdiod of 6 months from 4th August 1940, I have the honor to state that ever since the Sub Jail at Mysore was converted into a regular Jail, the prison population in that Jail has been steadil on the increase. The daily average number has normally ranged between 250 and 300, some-times, as in November 1939, going up to about ~~to~~ 500. Due to the steady increase in the number of admissio releases and transfers of prisoners, the additional constructions and improvements effected and the Industries carried on, the minist work of the Jail has increased considerably. There are now only three clerks Viz. a Head clerk, a Second clerk and a Store keeper, on the permanent establishment of the Jail. I enclose a list of th duties performed by these 3 clerks wherefrom it may kindly be obser that each of them is over worked ~~carried~~. During my recent Annual Inspecti of the Jail, it was noticed that the records pertaining to the peri from 1931 had not been sorted and arranged properly according to Rules. This is due to the fact that the strength of the existing clerical staff is inadeqaate to cope with the increased work. I fin that in the interest of efficiency and in order to facilitate promp despatch of work, an additional hand to be both a Record keeper and Typist is absolutely necessary for the Jail. I enclose the letter received in this connection from the Superintendent of the Jail

and request that in the circumstances explained, the post of Temporary clerk already sanctioned for the Jail on a pay of Rs.30/- per mensem may kindly be ordered to be continued on a permanent basis.

I solicit early orders.

I have the honour to be,

Sir,

Your most obedient servant,

29/1.

Inspector General of Prisons.

List of duties to be performed by each of the subordinates of the ministerial and executive staff of the Mysore Jail.

I. Duties to be performed by the Head clerk.-

1. Preperation and submission of (monthly, quarterly, half yearly and yearly returns) relating to the general branch of the Jail Office.

2. To prepare A.C. and D.C.bills of the Jail proper.

3. To prepare pay bills and T.A. Bills of the Jail.

4. To cheque and submit the Ration Contractor's bill of the Jail proper.

5. To attend to all the correspondance relating to the General branch.

6. To maintain register of stationery articles and printed forms.

7. To be incharge of service stamps and maintain ~~the~~ their account.

8. To maintain the following registers.-

1. Long roll
2. Remittance Register of General branch.
3. Jail order book.
4. Contingent Register
5. D.C.bill Register.
6. Pay bill register.
7. T.A.bill register.
8. Lunatic admission register.
9. Lunatic bill register.
10. Shipping register.
11. Credit statement register.
12. Expenditure statement register.
13. Service registers of the staff.
14. Leave memo book of office.
15. Attendance register of the office.

9. To supervise the work of II and Temporary clerk

10. In addition to the above any other work ordered by the Superintendent.

H. Seshu 18
Superintendent, 14!
Mysore Jail, Mysore.

Duties to be performed by the II clerk:-

To maintain To and From Registers.

To maintain Undertrial Registers.

To maintain petition and appeal register of the prisoners.

To maintain Court Diary.

To maintain Register of prisoners sent out the states for trial.

To maintain Registers of Interviews of letters of prisoners.

Preparation and submission of Discriptive rolls of prisoners to be released every month according to the list furnished by the Jailor.

To attend to all the correspondance relating to Undertrial prisoners and body warrants of prisoner

In addition to the above any other work ordered by the Superintendent.

H. Scott 14/10/40

Superintendent,

List of duties to be performed by the Store Keeperof the Mysore Jail:-

1. To maintain all the registers and accounts connected with Manufacturing Department of the Jail and attending to the correspondance of relating to the same.

2. To be incharge of the Stores.

3. In addition to the above any extra work ordered by the Superintendent,

---

M. Seshadri 14/10/60

Superintendent,
Mysore Jail, Mysore

Duties to be performed by the Temporary clerk.-

1. To maintain Convict admission Register.
2. To maintain Civil admission register.
3. Typing and Fair copying, returns etc.,
4. To sort the old record of the Jail and to be incharge of them.
5. To maintain Release Diary and Batta book of prisoners.
6. To write out History sheet of the prisoners.
7. In addition to the above any other work ordered by the Superintendent.

Superintendent,
Mysore Jail, Mysore.

Letter No. 3288 dated the 16th October 1940 from the Superintendent, Mysore Jail, Mysore to the Inspector-General of Prisons in Mysore, Bangalore.

- -

With reference to correspondence ending with your letter No. 231-59 dated 14/19th August 40 and G.O. No. P. 895-61 Pris. 11-40-2 dated 3rd August 40 sanctioning the continuance of Temporary Clerk of this Jail for a further period of six months from 4-8-40, I have the honour to state that the work of the Ministerial Branch has considerably increased due to the conver of the Sub Jail into a District Jail from 1-4-1939.. Old record since conversion into Sub Jail in 1931 have not been sorted and kept chronologically and a Typist also is quite essential. It found not possible to manage the Office work with the existing Ministerial staff without a Typist and Record-Keeper.

Gris 10-38
66 1-10
& April 1939

Even prior to 1931, when this was a District Jail, the staff of the Ministerial Branch consisted of one Head Clerk, one Store-Keeper, one Second Clerk and one Record Keeper and a Typist. After the revival of the District Jail during the ye 1939, only 3 clerks consisting one Head Clerk, one Store-Keeper and one Second Clerk were sanctioned, which is quite insufficie to manage the Office work. As already submitted in my annual report of 1939, it is found necessary to appoint a Typist and Record-Keeper.

In the above circumstances, I request you to kindl move the Government to sanction an additional Clerk with the designation of "Record Keeper and Typist" on a pay of Rs. 30/- P.M. as it was before and the post of present Temporary Clerk, n be absorbed

---

" C o p y "

Inspector-General of Prisons.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

Read :—

Government Order No.3318-9/Pris. 61-39-2 dated 16th November 1939, sanctioning the appointment of a temporary additional clerk on a pay of Rs.30/- per mensem for the Jail at Mysore for a period of 3 months.

2. Government Order No.P.5512-3/Pris.61-39-4 dated 10th February 1940, sanctioning the continuance of the temporary additional clerk referred to in the Government Order read above for a further period of 6 months.

3. Government Order No.P.875-6/Pris.11-40-2 dated 3rd August 1940, sanctioning the continuance of the said clerk for period of 6 months more from the 4th August 194(

4. Letter No.231-62 dated 23rd January 1941 from tl Inspector General of Prisons, requesting in the circumstaı ces explained, sanction to the continuance of the temporaı clerk already sanctioned for the Jail, on a permanent basi

ORDER NO. P 4209-10 Pris 11-40-4

Dated, Bangalore, the 12th Feby. 1941.

Sanction is accorded to the continuance of the said clerk for a further period of one year from the 4th Febru 1941. The expenditure will be met out of the sanctioned grants of the Prison Department during the current year, necessary provision being made in the next year's budget.

For Secretary to Government,
Law Department.

The Inspector General of Prisons in Mysore.
" Comptroller to Government, through the Financial Sect

K.M.R.5.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

Read :—

Government Order No.3318-9/Pris. 61-39-2 dated 16th November 1939, sanctioning the appointment of a temporary additional clerk on a pay of Rs.30/- per mensem for the Jail at Mysore for a period of 3 months.

2. Government Order No.P.5512-3/Pris.61-39-4 dated 10th February 1940, sanctioning the continuance of the temporary additional clerk referred to in the Government Order read above for a further period of 6 months.

3. Government Order No.P.875-6/Pris.11-40-2 dated 3rd August 1940, sanctioning the continuance of the said clerk for period of 6 months more from the 4th August 1940.

4. Letter No.231-62 dated 23rd January 1941 from the Inspector General of Prisons, requesting in the circumstances explained, sanction to the continuance of the temporary clerk already sanctioned for the Jail, on a permanent basis.

ORDER NO. P 4209-10 Pris 11-40-4

Dated, Bangalore, the 12th February 1941.

Sanction is accorded to the continuance of the said clerk for a further period of one year from the 4th February 1941. The expenditure will be met out of the sanctioned grants of the Prison Department during the current year, necessary provision being made in the next year's budget.

for Secretary to Government,
Law Department.

The Inspector General of Prisons in Mysore.
* Comptroller to Government, through the Financial Sectt.

G. R. S. App. F VI—G 2]

SUBJECT .....

.....

.....

Diary. No. of letter replied to.....

General and Revenue Secretariat

( )

the 193 .

Section Pris

File No. 11—40

Serial No. 4f

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 12/2/40 193

Signed by Mr. K. P. P.

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

Read— G.O. No. 2318—9/Pris 61—39—2 dated 16th Nov. 1939 sanctioning the appt. of a temporary additional clerk in a pay of Rs 30/- p.m for the Jail at Mysore for a period of 3 months

2) G.O No P 55 12—3/Pris Order thereon.—No. 61—39—4 dated 10th Feby 1940 sanctioning the continuance of the temporary additional clerk referred to in the G.O read above for a further period of 6 months.

3) G.O No P. 875—6/Pris 11—40—2 dated 3rd Aug 1940 sanctioning the continuance of the

said Clerk for period of 6 months
more from the 4th Aug 1940.

4) Letter No. 231-62 dated
23rd Janry 1941 from the Dy Of Prisons
requesting in the circumstances explained,
sanction to the continuance of the temporary
already sanctioned for the jail
said clerk on a permanent basis

Order No. P. 6209-10 & 12.2.41

Sanction is accorded to
the continuance of the said clerk
for a further period of one year
from the 4th July 1941. The expenditure
will be met out of the sanctioned grants
of the Prison Dept during the current
year, necessary provision being made
in the next year's budget.

List of Enclosure

3

for Secy to Govt. Law Dept

To

The Dy of Prisons

The Comptr through H.D.

6
11/2/41.

Copied by

Examined by